

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: MAST International
 Region/Locality: New River Valley
 Period: Sept. 2004

Activity Report					
Task	Locality	% Complete	Total Hours	Hours this period	Comments
Active Tasks					
Phase II					
(10)T/Cs Correspondence w/PSAP/WSPs	Blacksburg			1	Phase II testing schedules
(10)Correspondence w/Ineke - TCS	Blacksburg			0.25	Re: Duplicate Ntelos towers
(10)T/C w/Bruce Bradbery	Blacksburg			0.25	Re: VOIP request from TCS
(10)T/Cs Correspondence w/Stakeholders	Blacksburg			1.25	Review/Verification of Signal Sequencing
(13)Review FY2006 request procedures	Blacksburg			0.5	Susan Kiser/Finance Dept.
(14)On-site testing w/T-Mobile	Blacksburg			2	Testing successful
(15)True-up Review	Blacksburg			1.25	FY 2004
(1)T/Cs w/Martha Cox/Travis/MSAG	Christiansburg			3	Re: CAD/Mapping interface issues
(4)Mtg. w/Martha Cox	Christiansburg			1.5	Ref. FY2006 funding submission
(5)Reviewed MSAG issue	Christiansburg			2.75	Re: CAD/Mapping interface issues
(10)T/Cs Correspondence w/PSAP/WSPs	Christiansburg			2.25	Phase II testing schedules
(10)E-mail Stephanie/TCS	Christiansburg			0.25	Ref. Address correction for USCC
(10)Verify Tower Routing	Christiansburg			0.25	US Cellular # 76
(14)T/Cs Martha Cox re.testing w/Ntelos/USCC				0.5	Testing bridge info and procedures
(4)Funding Request Review	Montgomery			0.5	FY 2006
(10)T/Cs Correspondence w/PSAP/WSPs	Montgomery			3	Phase II testing schedules
(10)T/Cs Correspondence w/Stakeholders	Montgomery			6.25	Review/Verification of Signal Sequencing
(10)T/Cs Correspondence w/TCS	Montgomery			0.5	Corrections to Signal Sequencing
(10)Follow up from Phase II testing	Montgomery			1.25	Nextel Partners
(10)T/C Lynn Ancich/Verizon	Montgomery			0.5	Status of testing
(10)T/Cs w/stakeholders ref. Midcall rebid	Montgomery			0.5	
(14)On-site for Phase II testing	Montgomery			6.75	Nextel Partners
(14)T/Cs Aston Cole/Ineke Ferebee/TCS on testing	Montgomery			1.5	Schedule/reschedule Verizon testing
(14)F/U T/Cs/emails w/Verizon NOC/TCS Noc	Montgomery			2.25	Ref. Testing issues Lats/Ion
(14)Phase II testing w/Verizon	Montgomery			10	Testing completed
(1)T/Cs Lt. Surber/Chris Akers Chad Brymer/Interact	Montgomery			1.75	Mapping clean-up issues proposal
(4)T/C Steve Marzolf to review costing proposal	Montgomery			1	Ref. Mapping clean-up issues
(4)T/Cs w/Mark Surber/Dorothy Spears-Dean	Pulaski			1	Re: RMS grant application/FY 2006 Funding
(7)TCs Correspondence w/Stakeholders	Pulaski			3.75	Coordinate ALI upgrade/Parameter Changes
(10)T/C w/Sue Irwin - InterAct	Pulaski			0.25	Re: CAD/Mapping installation
(2)Correspondence w/P.J. - Verizon	Radford			0.25	Re: Phase II request

(9)T/C Gail Sojka ref. E-911 controller	Radford			0.5	Call back number stopped working on ALI screen
(10)T/Cs Correspondence w/LEC	Radford			0.75	Re: SR numbers for call transfers
(10)T/Cs w/Stephanie - TCS	Radford			0.25	Verizon traffic plan for 265
(10)T/Cs Correspondence re: Request info	Radford			0.75	Re: Wireless headsets
(10)Correspondence w/Mike Moody	Radford			0.25	Re: Southern Install progress
(10)T/C w/Lisa - T-Mobile	Radford			0.25	Re: Continuity testing
(10)Tasking Schedule	Radford			1.5	For PSAP Coordinator
(11)T/C w/Gail Sojka	Radford			0.5	Respond to tasking questions
(14)on-site testing w/T-Mobile	Radford			2	Testing successful
(15)True-up Review	Radford			0.5	FY 2004
(15)T/C Capt. Shomody	Radford			0.25	Answer question on FY2006 submission
(3)FU on Phase II service request letters	Region			0.75	Re: 6 month windows
(4)T/Cs Correspondence w/PSAPs	Region			0.5	Re: FY 2006 Funding
(8)T/Cs Correspondence w/WSPs	Region			2.25	Tower confirmations/Data base changes
(10)Coordinate documentation	Region			4	Re: PSAP Phase II issues
(10)Coordinate Tasking	Region			3.5	FU/Correspondence/updates
(10)Confirmation of Towers/Routing/Traffic Plans	Region			5	Prep for Phase II/Issues
(10)Planning meetings	Region			3.25	Status/updates/tasking
(10)Cataloge RFP responses	Region			0.5	Insert into regional PSAP binders
(10)Correspondence w/PSAPs	Region			1.25	Re: Timelines/True-up/Funding
(10)Prepare for testing	Region			3.5	T-Mobile
(10)T/Cs Correspondence w/WSPs	Region			4.75	Phase II testing schedules/TVWs
(10)T/Cs Correspondence w/WSPs	Region			3.75	Updates/status of Phase II
(10)T/Cs Correspondence w/Lynn - T-Mobile	Region			0.5	Re: Testing schedules
(10)Phase II Test preparation	Region			5	Review/Verify/Correct Signaling sequence
(10)Create/update Phase II test schedule	Region			1.5	With most current updates/changes
(10)Update WSPs/Vendor/PSAP Contact Sheet	Region			0.25	With most current updates/changes
(10)Update Deployment Tracker	Region			1.5	With most current updates/changes
(10)Update Quick Reference Report	Region			4	With most current updates/changes
(10)Update Service Request Tracker	Region			0.25	With most current updates/changes
(10)Checked nena.org	Region			0.25	info on wireless checklist for PSAPs
(10)T/C Lisa/T-Mobile ref. Retesting	Region			0.25	
(10)T/Cs & E-mails to Nextel	Region			0.75	Ref. Phase II solutions
(11)Monthly Newsletter	Region			5	Create/Format/Mail
(11)NRV Regional Meeting	Region			3.5	Prepare/Notify/Conduct/Follow up
(11)Review draft report	Region			0.25	From E-911 institute
(11)Prepare agenda for OCT Regional Mtg.	Region			1	Schedule mtg. Topics
(12)Attend Wireless Board Meeting	Region			3.5	
(12)Reviewed nena.org	Region			0.25	Re: Info/New Updates/Minutes
(12)NENA Conf. Call w/Steve Marzolf	Region			1.25	Re: Proposed legislative changes
(12)Annual PSAP Summary report	Region			2.25	Review
(12)Daily and Monthly Activity reports	Region			11	Enter information/calculate hours/review
(12)CMRS Reports	Region			2.25	Review/Highlight/Correct

(13)Dispatcher Training Manual	Region			67.5	Compile/research/review/edit material
(13)Training CD for Communications Officers	Region			2.5	Add autorun feature
(14)Review Testing schedule	Region			1.25	For Phase II cut overs
(15)True-up review	Region			0.5	FY 2004

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Completed Tasks					

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Issues of Importance		
Issue	Actions Proposed to Resolve Issue	Comments